

Naval Reservist's Guide to Annual Training



**at
CINCUSNAVEUR**

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WELCOME ABOARD

You are about to embark on one of the most exciting Annual Training (AT) experiences of your Naval Reserve career, an experience that will be professionally and personally rewarding.

This guide will answer most of your questions about how to prepare, what to take, where to stay and how to get around. It will also introduce you to one of the world's most exciting cities - London.

You will want to read this guide in its entirety before you submit your AT application.

NOTE: This is an unofficial publication, and does not reflect the policies of CINCUSNAVEUR or the Department of the Navy. All inquiries and requests for additional copies should be directed to CINCUSNAVEUR Detachment 0513, Naval Reserve Readiness Center, Building 2711, Naval Training Center, Great Lakes, IL 60088-5707 .

ABOUT CINCUSNAVEUR

HISTORY

Since April 1942 - with the arrival of Admiral Harold R. ("Betty") Stark, the United States Navy (USN) has operated in Europe from its headquarters building on Grosvenor Square in London, United Kingdom. The building was also briefly the headquarters of General Dwight D. Eisenhower, Supreme Allied Commander, early in World War II. The command's name has changed during the past fifty years, but its mission has not -- coordination and leadership of naval forces throughout Europe and Western Africa. The London site continues to house the Commander in Chief, U.S. Naval Forces, Europe, and his staff.

ORGANIZATION

Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR), operates under two separate operational and administrative chains of command: (1) As the operational commander of all U.S. Naval Forces in Europe (CINCUSNAVEUR); and (2) As the component commander of the U. S. Commander in Chief, Europe (USCINCEUR). As administrative commander in the Department of the Navy chain of command, CINCUSNAVEUR is also directly responsible to the Chief of Naval Operations for management, logistics and communications support of U.S. Navy assets in Europe.

While not a NATO command, CINCUSNAVEUR is responsible for ensuring ready forces are available for NATO if the need arises and for logistics support of U.S. Navy ships and aircraft whether they are nationally or NATO assigned. CINCUSNAVEUR also deals with NATO commands and member governments in planning, operating and funding NATO facilities used by the U.S. Navy.

The command's geographic area of responsibility ranges from Norway down the western coast of Africa to Capetown, and eastward through the Mediterranean to Israel.

CINCUSNAVEUR's principal subordinate commanders are:

Commander, U.S. Sixth Fleet (COMSIXTHFLT), a Vice Admiral commanding the largest U.S. naval force in Europe. COMSIXFLT has operated in the Mediterranean since it was established on June 1948, and normally consists of approximately 30 ships, 100 aircraft and 20,000 U.S. Navy and U.S. Marine Corps personnel.

Commander, Fleet Air Mediterranean (COMFAIRMED), a Rear Admiral with headquarters in Naples, Italy. COMFAIRMED commands a wide range of shore activities throughout the Mediterranean, including ship and aviation support commands located in Rota, Spain; Naples, Italy; Sigonella, Sicily; La Maddalena, Sardinia; and Souda Bay, Greece. In addition, COMFAIRMED acts as an operational task force commander under COMSIXTHFLT, directing shore-based aircraft in maritime surveillance and defense of the fleet.

Commander, U.S. Naval Activities, United Kingdom (COMNAVACTUK), a Navy Captain with headquarters in London. COMNAVACTUK provides management and area coordination for U. S. naval activities throughout the United Kingdom and northern Europe. This command also provides administrative support to the staff organization of CINCUSNAVEUR.

Collateral Authority

The four star Admiral assigned as CINCUSNAVEUR also serves as AFSOUTH. In this NATO capacity, he oversees all NATO activity in the Mediterranean Southern region. He encourages dialog and engagement in the region to promote stability. NATO units under his command include AFSOUTH, AIRSOUTH, NAVSOUTH, STANNAVFORMED, and STRIKEFORSOUTH.

ABOUT U.S. NAVY HEADQUARTERS

"When a man is tired of London, he is tired of life; for there is in London all that life can afford." ---- Dr. Samuel Johnson, 1777

Big Ben. Piccadilly Circus. Westminster Cathedral. Harrods. Who hasn't heard of London? One of the world's greatest cities, London is widely known for its rich and varied history and its prominence today as a seat of government and center for commerce and the arts. People of all backgrounds are attracted to London to visit and live. One of the world's safer cities, London's people are polite and helpful.

The name London comes from Londinium, the original Roman settlement on the River Thames.. It originally was used to describe the City of London proper (still referred to as "The City"), a 677 acre area with a population of 4.2 million people. London and its surrounding districts have grown steadily since the Middle Ages; today it is a vast metropolis with a population of more than 7 million, concentrated in an area of 610 square miles.

Greater London is comprised of 32 semi-independent boroughs, each with dozens of unique business, residential and cultural centers.

Located in an unobtrusive red brick building, the CINCUSNAVEUR headquarters is located at No. 20 Grosvenor Square in London's fashionable Mayfair district. The exterior of the Neo-Georgian building still resembles its origin as a block of flats (apartments). Only the U.S. and admirals' flags, communications antennae on the roof and a plaque commemorating General Eisenhower's use of the building during World War II, distinguish No. 20 Grosvenor Square -- known as 7 North Audley Street -- as a U.S. Navy facility.

Sir Richard Grosvenor laid out Grosvenor Square in 1725. The buildings on the square have housed dukes, generals, ambassadors and other dignitaries. One of the first "Yankee" residents of the square was John Adams, the first U. S. Ambassador to the court of St. James, who maintained a combination residence and embassy at No. 9 Grosvenor Square from 1785 to 1788.

The U.S. ambassador moved his embassy to No. 1 Grosvenor Square in the 1930's, and Americans have remained a permanent fixture in the square ever since. The U.S. Embassy is now located in a modern building opened in the 1960's that dominates the west side of the square.

In July 1940, Rear Admiral Robert L. Ghormley, then Assistant Chief of Naval Operations, was ordered to London as "Special Naval Observer" to establish exploratory conversations with the British. On June 1, 1941, he and his staff of twelve officers and six enlisted men moved into Nos. 18-20 Grosvenor.

During the London Blitz, anti-aircraft guns and barrage balloons were placed in the square. The Navy building, protected by a reinforced concrete wall on the Grosvenor Square entrance, was not damaged other than a few broken windows. Fire watches patrolled the roof to extinguish any blazes caused by incendiary bombs.

In March 1942, the U.S. Naval Forces, Europe (COMNAVEUR) command was created to report Allied intelligence and research data to the Navy Department. COMNAVEUR shared the building with the U.S. Army and the State Department Public Relations division.

General Dwight D. Eisenhower, the Supreme Allied Commander, Allied Expeditionary Forces, maintained his headquarters at No. 20 Grosvenor Square from June to November of 1942. In November, the Allies staged the initial invasion of North Africa, crediting its success to the continuous stream of hydrographic and weather intelligence the Allied Forces received from commands remaining in London headquarters.

General Eisenhower returned to the second deck of the Navy building from January to March 1944, when his headquarters moved to the London suburb of Bushey Park.

Generals George S. Patton and Omar Bradley worked in the building before the D-Day invasion of France on 6 June 1944. Grosvenor Square did much of the planning and preparation for the cross-channel invasion of Normandy. Commands at 20 Grosvenor Square included Task Force 122, headed by Rear Admiral Alan G. Kirk, a former Naval attache to London. Kirk's task force was responsible for landing troops on Normandy's beaches on D-Day.

In 1949, seven years after Admiral Ghormly moved in, the Navy established its European headquarters at No. 20 Grosvenor Square. Construction crews revamped the building for the command's needs and added the 7 North Audley entrance.

Rear Admiral Robert D. Carney, who later became Chief of Naval Operations, was named Commander in Chief, U.S. Naval Forces, Eastern Atlantic and Mediterranean (CINCNELM) in December 1950. Six months later, he assumed additional duties as Commander in Chief, Allied Forces, Southern Europe (CINCUSOUTH) and his headquarters were moved to Naples, Italy. In June 1952, the two commands were separated again. Admiral Carney remained in Italy as CINCUSOUTH while Admiral Jerauld Wright took over as CINCNELM in London. *In February 1960, the present command of Commander in Chief, U. S. Naval Forces, Europe (CINCUSNAVEUR) was established.*

Despite CINCUSNAVEUR's rank and responsibility, he is still a tenant of Grosvenor Square, with a landlord, a lease and an annual rent. CINCUSNAVEUR's landlord is the Duke of Westminster, who owns most of the property in the surrounding area in the City of Westminster.

Dated 16 April 1952, but retroactive to 28 November 1947, the lease runs for 999 years at an annual rent of 100 British pounds. When it signed the lease, the United States also made a cash down payment of 164,150 British pounds, almost \$460,000.00 in 1952.

Since the lease requires that the exterior of the headquarters resemble a private residential building, the Navy even supplies window curtains to give the building a "lived-in" look. Other lease restrictions prohibit occupants from hanging clothes or other washing out the windows to dry and keeping "any living fowls" on the premises. "The shield and nameplate of the United States of America may be exhibited on a doorway, but only with the landlord's approval of the shield's size. The London County Council and the trustees for the Duke of Westminster approved the phraseology, color, design, size, and material of the 19-inch diameter Eisenhower plaque facing Grosvenor Square.

At the end of the 999-year lease, the lessee "will peaceably and quickly surrender unto the landlord the premises and appurtenances in good and tenantable repair and condition together with all the landlord's fixtures." If the command abides by all the terms and restrictions of the lease, the lease states the U.S. Navy may "peaceably enjoy the premises without any interruption by the landlord or any of his family." The lease is still binding on all parties when the landlord dies.

Secure until 2946 AD, the CINCUSNAVEUR headquarters has become an integral part of one of London's oldest and most "international" squares.

PREPARATION

SUBMITTING AT REQUEST

1. Before proceeding you must consult the *"NAVAL RESERVE AUGMENTATION FOR FY 99 CONTRIBUTORY SUPPORT REQUIREMENTS- UNITED KINGDOM"* message dated 131201Z JUL 98. If not available at your local Reserve Center- this advertisement can be found on the CINCUSNAVEUR Web Page under "Contributory Support." *After identifying an appropriate billet you must then verify its availability by contacting the appropriate N-Code POC as delineated in the message.* After verifying billet availability, ask the POC for a Billet Control Number (BCN) and the specific phone number of the office to which you will be assigned for your AT.
2. After you complete your AT application, return it to your Unit's Training Officer for review prior to obtaining your Commanding Officer's approval signature. *When you receive your orders call the N-Code where you are assigned to inform them of the dates of your AT. (Remember that London is five hours ahead of New York.)*
3. Nearly all personnel performing AT at CINCUSNAVEUR travel via commercial airline. Specific airlines have been contracted by the government to transport government and military personnel at greatly reduced fares. You will not be able to select an airline, but you should request a **direct** flight to Heathrow Airport. Your request might not be honored, but no harm in trying.

PASSPORTS

Although a passport is not required, it is strongly recommended that you obtain one (at your own expense) for the following reasons:

- Considering the possibility of terrorist activities against American citizens, it is not wise to advertise that you are in the U.S. military.
- While it's true that your original orders will be sufficient to get you into and out of England, after spending up to seven sleepless hours on a 747 you don't want to spend additional time in immigration with a customs agent who is familiar with passports but completely out of his comfort zone with a reservist's orders and Armed Forces ID card.
- You may want to take a tour to another country through the MWR Information Ticket & Tours (ITT) Office located in the CINCUSNAVEUR building. Your orders alone will not allow you to enter any other country in the event you wish to travel during your free time.
- If you buy goods in British stores, you'll need a passport to complete the paperwork to obtain a VAT (Value Added Tax) refund.
- If you already have a passport, be sure it does not expire for at least 30 days after your return from your AT.

SECURITY CLEARANCE

1. Obtain a certified copy of your clearance authority from PSD.
2. About a month prior to leaving on your AT have an "area clearance message" sent to "CINCUSNAVEUR LONDON UK//N13//N34," including:
 - The dates of your AT or Exercise, Billet Control Number (BCN) and clearance information.
 - This statement - "For CINUSNAVEUR only. Concurrence assumed unless otherwise advised."
 - Be sure that USCINCEUR VAIHINGEN, GE, USDAO LONDON UK, PERSUPPDET LONDON UK and the gaining command (if other than CINCUSNAVEUR) is an INFO addressee on the message.

Although your security clearance should be sent automatically from your reserve center, please ensure the message is released. *This should be done at least two weeks prior to the date of your departure.*

Because of the high volume of message traffic received at CINCUSNAVEUR, obtain a copy of your clearance message from your Training Department when you pick up your orders. Should it become necessary, having a copy readily available will assist your N-Code in locating the message in their system.

PER DIEM

Per Diem is the amount of money the Department of Defense estimates you will need to pay for lodging, meals, and other incidental expenses while traveling on your AT. The actual amount changes almost monthly. What someone else got on their last AT will probably not be the same as what you will get on your AT. The per diem is broken down into two separate and distinct allocations:

1. Lodging includes hotel rate, and all related service charges and taxes. If the total hotel bill is greater than the lodging per diem amount set by the Department of Defense, you will receive only the per diem amount. If it is less you will only receive up to the actual amount paid. Your hotel bill will probably be in pounds so you will have to convert it into U.S. dollars to ensure you are within per diem. Per diem rates change frequently depending upon the exchange rate. Check with your Reserve Center for the most current rate or the following web sites:

www.angelfire.com/biz/psdlondon/index.html or www.dtic.mil/perdiem.

2. Meals & Incidental Expense (M&IE) includes meals, laundry, personal phone calls, etc. You will receive the entire M&IE per diem amount set by Department of Defense whether you spend more than your allowance or less. Transportation to/from the airport is a reimbursable expense not included in your per diem.

TRAVEL ADVANCES

VERY IMPORTANT INFORMATION REGARDING TRAVEL ADVANCES! Read this carefully and take note of the following: Checks are no longer issued by PSD. Travel advance payments are made by Electronic Fund Transfer (EFT) to your own bank account. This means that you must remember to bring your bank ATM card in order to withdraw cash when needed. You also need a credit card to pay for your hotel room and other expenses. If you do not have an ATM card and credit card, you face the problem of being an exception to the system and carrying large amounts of cash, which is not recommended.

Currently there are three methods of reimbursement for travel advances (hotel and meals/incidental expenses):

1) Travel advance upon arrival in London: Three days after checking in at CINCUSNAVEUR, your bank account will be credited by EFT for a sum totaling 100% of your hotel bill (per a receipt issued by the hotel for total room cost within per diem limits and excluding your own incidental costs) and 80% of per diem for meals and incidentals. THIS IS THE RECOMMENDED WAY.

2) Travel advance before traveling to London: For up to three days prior to your London arrival, you may choose to have your bank account credited by EFT. This method must be initiated by you. It would be wise to do this sooner than at the last minute. Bear in mind that you will be reimbursed for only 80% of per diem for hotel cost, since the actual cost is unknown until the hotel receipt is issued to you. You will be reimbursed 80% of per diem for meals and incidentals, as in 1) above. If you choose this method, you must follow PSD London's instructions:

Contact PSD London in any of the following ways, providing them with: a) a copy of your orders; and b) your bank account details, including bank routing number, your account number, and name as it appears on your account.

Phone: DSN: 235-4446/4766; COMM: 011-44-171-514-4446/4766
Fax: DSN: 235-4799; COMM: 011-44-171-514-4799
E-mail: tisuelar@naples.navy.mil or disblcpo@post.nctsl.navy.mil

Exact name & address for PSD London: TRAVEL OFFICE SUPERVISOR
PSD LONDON
PSC 802, BOX 96
FPO AE 09499-2700

3) Use of Government Travel Charge Card (GTCC): You may apply to your Reserve Center for a GTCC. This card will enable you to pay expenses. It requires that you use ATM machines. Applying for it does not guarantee that you will get it, so be prepared to fall back on methods 1) and 2).

THE PERFECT SCENARIO

According to PSD, the perfect scenario and recipe for a smooth AT, with reference to PSD involvement, is something like the following: Reservist books hotel through ITT, arrives at CONUS airport with sufficient British pounds for about five days, an ATM card, a credit card, and bank account details...and, of course, original orders and related required documents. Reservist arrives at CINCUSNAVEUR to check in, provides PSD with hotel receipt. Bank account is credited with 100% of within-per diem hotel cost and 80% of meals and incidental costs.

BILLETING

During your AT in London you will have to stay at a hotel because military billeting is not available. There are two ways to arrange for billeting while in London.

1. The ITT (International Tickets & Tours) Office located within the CINCUSNAVEUR headquarters building in London can make your hotel reservations for you. **THIS IS THE RECOMMENDED WAY:**

- You can call the ITT Office directly at 011-44-171-514-4718/4269/4368/4622 (Commercial) or 235-4718/4269 (DSN), 1000-1600 London time Monday through Friday (they are closed Saturday and Sunday). Remember London is five (5) hours ahead of New York. You will be reimbursed for the cost of the call, or fax, at the end of your AT.
- You can fax ITT your request at Commercial 011-44-171-514-4050. Use the ITT *Hotel Reservation Form* (page 34). For a list of London area hotels offering military rates refer to *Hotel Rates* (pages 32-33). Be sure to include a first and second choice, especially during exercises and the "high season" (May-September). Talk to other members of your unit who have completed their AT at CINCUSNAVEUR for their hotel recommendations.
- You should not contact the ITT Office until you receive the ADVANCE COPY of your orders to be sure your planned AT dates are confirmed. Ideally, this will be approximately 30 days prior to your AT departure date.
- All hotel reservations made by the ITT Office are exempt from the UK's 17.5 % Value Added Tax (VAT).
- You will be paying your hotel bill at the ITT office, only paying the hotel for other charges like room service and telephone calls. The ITT Office accepts AMERICAN EXPRESS, VISA, MASTERCARD, and DINERS CLUB they do not accept DISCOVER. ITT suggests paying sooner rather than later.

2. You may make the reservations yourself:

- Be sure to ask if the hotel offers special rates that are within "lodging per diem" for U.S. military personnel, or you could exceed your lodging per diem by \$50-100 a day. Also ask whether they will exempt you from the VAT. If not, you will have to pay it.... possibly without reimbursement.

Note: If you are taking an overnight flight, make sure that you book your arrival date as the day after your departure from CONUS!

CONTACTING YOUR CINCUSNAVEUR HOST

Contacting your host in advance **is now a requirement**. It is a good idea to send a letter or e-mail in advance. You should provide a brief summary of your Naval Reserve background... prior AT's, special qualifications, and relevant projects that will give your CINCUSNAVEUR hosts an overall picture of how you can add the most value. You should also include a brief explanation of those skills or qualifications you need to meet your mobilization requirements.

Include any questions you have about uniforms (see UNIFORM section in this guide), reading you can do to prepare, or even a weather forecast so you can bring appropriate civilian clothing.

You might find that they will assign someone in their area to assist you in getting settled. Each N-code has within its organization a Reserve Coordinator. He or she might even help you learn more about London and the surrounding areas. Host mailing address:

Attn: (name of N-code contact person)

CINCUSNAVEUR (N-Code)

PSC 802 Box _____ (Obtain from N-Code POC)

FPO AE 09499-0152

CHECKING-OUT OF RESERVE CENTER

1. Pick-up your original orders, with airline tickets. Do not worry if the arrival time in London and the proposed check-in time at CINCUSNAVEUR are not in agreement....they often are not. Be assured you will be credited for the proper check-in time upon your arrival at CINCUSNAVEUR.

You are not authorized to make any changes whatsoever to the airline tickets issued to you by NAVPTO, New Orleans. Prior authorization from NAVPTO, New Orleans must be obtained prior to renegotiating any tickets.

2. Pick-up your medical records. Verify that your immunization record is up to date. If it is not, you will get the shots you need in London. Your medical record must state you have tested negative for the HIV virus within the past 12 months. Check to be sure your medical record has the most up-to-date entry,
3. Pick-up a certified copy of your Page Two (Record of Emergency Data).
4. Pick-up your AT check-off sheet. Remember that your mobilization billet qualification will be a necessary entry before AT completion.
5. Obtain a copy of your security clearance message.

PACKING CHECK-LIST

Be sure that you have the following items with you:

- Original orders (plus certified copy of Page Two)
- Airline tickets
- Passport
- Medical/Dental records
- Proper uniforms
- Appropriate (business-like) civilian attire
- Physical fitness gear (optional; however staying fit in London is as important as anywhere else)
- Enough money (travelers checks in British Pounds are advisable in lieu of excess cash) to handle your initial expenses. The following is an example of what you might need once you arrive in London until your advance per diem is credited to your bank account (usually three working days after you check-in):*

Cab fare to CINCUSNAVEUR: \$75

Meals for five* days :	450
Misc expenses (cab, etc) :	<u>125</u>
Total:	\$650

(Note: You can use a credit card in most restaurants)

* If you check-in on a Thursday or Friday morning you will not receive your advance on per diem until the following week.... five days includes the weekend.

The U.S. Navy currently recommends members not carry any military identification in case of a terrorist attack. Keep in mind, however, if your luggage is lost you will not be able to report for duty. Those items that would identify you as U.S. Military are:

- Orders
- Military ID card
- Copy of your Page Two
- NRA, or other similar military organization ID cards
- Medical/Dental record
- Security clearance required

UNIFORMS

Uniforms are worn daily at CINCUSNAVEUR. As in most Navy commands Service Dress Blue is the accepted uniform-of-the-day most of the year. Officers/CPOs currently wear khakis all year. Enlisted personnel currently wear winter blues. In the summer months whites are worn by all, though khakis are also authorized for officers/CPOs. You should check with your host work center in advance to ask which uniform is authorized during your AT. Be advised that CINCUSNAVEUR conducts unscheduled personnel inspections. Covers are required to complete your uniform.

It is recommended that you wear civilian clothing to and from the building. Bring your complete uniform the first day. On a first come-first serve basis, the Reserve office will provide you a large, full-length locker for the duration of your stay.

A recent policy change allows the wearing of uniforms outside of the building in a limited area and a restricted way. You can, for example, go to the U. S. Embassy for lunch, pick up food or drinks from a deli or restaurant, or go to a pharmacy, but you cannot transverse down Oxford Street, visit shops, or sit down to eat or drink anywhere else.

Since you will probably want to tour London and the surrounding English countryside, be sure to bring comfortable walking shoes. Also, don't forget a compact umbrella and raincoat....it rains often in London. That raincoat should have a warm lining since temperatures vary dramatically during the day (one Reservist described London as the only place he had ever been that had four seasons in one day)!

Staying fit in London is no different than any place else, therefore it is recommended that you bring your PT gear. There is a Fitness Center located on the ground floor at CINCUSNAVEUR which includes a sauna, locker rooms and showers. Additionally, the U.S. Embassy (across the street from CINCUSNAVEUR) has a small gym. Hyde Park, located nearby, has numerous running paths; and if you are a swimmer, there are several swimming pools in central London available for a small fee.

BRITISH CURRENCY

The British refer to their money as **pounds (£)** and **pence (p)**. You will need both dollars and pounds during your stay in London. British currency is required for goods and services purchased on the local economy, and U.S. currency is needed in the headquarters Navy exchanges and commissaries. British law does not allow the use of U.S. currency in regular commerce, so you'll need British currency immediately when you arrive in London for transportation from Heathrow Airport to your hotel or headquarters (approximately £35-40, which equals about \$75).

A day or two before leaving CONUS, exchange some U.S. currency into British currency. **It is recommended that you exchange enough to provide you with £100.** Most major international airports also provide currency exchange services (including Heathrow and Gatwick), but usually at higher rates plus a commission. Additional exchanges should be made at the bank located on the ground floor at CINCUSNAVEUR headquarters (Note: service fees are charged).

You will find the conversion rates much more favorable at banks (there is a bank located on the ground floor at CINCUSNAVEUR headquarters at 7 North Audley) than at the "Bureau de Change" outlets on nearly every block in London. Some places may give you a good rate, but charge you as much as a 10 percent commission.

Since the pound floats, its selling price may vary from day to day. You should compare the rate being offered by all the facilities. The rate of exchange may fluctuate from \$1.60 to \$1.80 to the British pound. Shopping for the best rate can make a big difference.

Also, find out from your bank card company about getting cash from the various Automatic Teller Machines (ATMS) located throughout London. (NOTE: Most places accept AMERICAN EXPRESS, VISA, MASTERCARD, and DINERS CLUB, but do not accept DISCOVER). Ask the bank card company about their international terms, whether you can use your CONUS PIN internationally, and for a listing of ATM's that will accept your bank card. There is a CIRRUS ATM at the CINCUSNAVEUR headquarters building. NOTE: Several ATMs in London do not have letters on the keypad. If you remember your PIN as a word, learn the numbers too.

If you plan on using your credit card to purchase meals or other items ask the cashier if they are going to charge you in pounds or dollars. If in pounds, the card company will convert the amount into Dollars at the exchange rate applicable at the time they receive it and will bill you that amount. If the rate has increased, you may find yourself paying more than you had originally anticipated. A good idea is to write on your copy of the chit the exchange rate at the time of purchase. Bank cards generally offer the best rate and do not charge a service fee. Purchasing travelers checks in pounds will avoid service fees.

TRAVEL DAY

You must travel in civilian clothes, not in uniform. Dress casually and comfortably as the flight to London will range from six to eight hours from the East Coast.

If you are flying from your hometown to New York's Kennedy, or Washington's Dulles airports to connect for your flight to London, be sure to ask the ticket agent in your hometown where your luggage is being booked. If it is booked for London Heathrow (airport code "LHR") you shouldn't have any problems. However, if it is only checked to Kennedy (airport code "JFK") or Dulles (airport code "IAD") you will have to reclaim your luggage and re-check to Heathrow.

If you get bumped from a flight or have other problems, contact either the military desk at the airport or the SATO toll free number on the travel itinerary you received with your tickets.

Your excitement and the time change may make it difficult, but try to sleep on the plane. You will be expected to work a full day upon check-in.

ARRIVAL AT AIRPORT

You should complete an immigration landing card while still in the air, which you will receive from the flight attendant before landing. Once completed, keep it with your passport to give to the British immigration agent.

You will have have a fairly long walk from the gate to the Immigration and Customs areas. Follow the signs for "ARRIVALS," not "TRANSFER". Most of the other passengers will also be going the same way. Processing through British Immigration is fairly easy and quick (depending on the number of arriving passengers). Have your passport and immigration landing card ready.

Once you have had your passport stamped, look directly in front of you for the LUGGAGE PICK-UP video displays. They will tell you the luggage carousel number where you can pick up your luggage. Follow the signs to the luggage areas where you will be reunited with your luggage. Often the luggage arrives before you do, so check immediately around your designated area where other luggage from your flight might be gathered. As you enter the luggage areas there will be luggage carts ("trolleys") available at no charge. Porters are also available. With your luggage, continue on through to Customs (the RED area, if you have something to declare; GREEN if you don't), then follow the arrows to the terminal. Banks are located in the terminal area to exchange U.S. currency into British pounds if you have not done so already.

GETTING TO CINCUSNAVEUR

Heathrow Airport (LHR)

There are three ways to get to CINCUSNAVEUR headquarters from Heathrow airport:

- **Cab:** British law requires cab drivers to know every street in London; London cab drivers are among the most knowledgeable and courteous in the world. Fares are computed by meter similar to the U. S. system. (Note: If the cab does not have a meter avoid it as it is a "renegade" cab and could cause you a problem). If you don't know where you will be staying have the driver take you to 7 North Audley Street, the CINCUSNAVEUR headquarters building. The fare should range from £35-40 (\$75). A tip of 10-15 percent is appropriate. Be sure to ask for a receipt.

- **Fast Train to Paddington Station:** This new service goes directly to Paddington Station in London. The trip takes 15 minutes and costs £10. From Paddington, switch to the Underground, taxi, or bus.
- **Underground or the "Tube" (subway/metro):** In London the subway/metro train system is called the "underground." The term "subway" in London means pedestrian tunnels under major roadways. Purchase a ticket for BOND STREET station. The ticket price is determined by destination...approximately £3.60. You can also take the underground (there is only one leaving HEATHROW CENTRAL... the Piccadilly Line) and change at GREEN PARK. It should take about 45 minutes. At GREEN PARK change to the Jubilee Line heading towards STANMORE. Get off at the next stop BOND STREET. Once you are at street level, head west (to your left) on OXFORD STREET to NORTH AUDLEY. Turn south on NORTH AUDLEY to 7 NORTH AUDLEY, which is CINCUSNAVEUR headquarters. Keep in mind if you have a lot of baggage you will have to carry it to your hotel or headquarters from the underground.
- **Bus:** Catch the A-2 RED "AIRBUS" and ask the driver where to transfer, if necessary, to get to your hotel, or the Selfridges Department Store (located three blocks north of the headquarters building on Oxford Street) The A-2 bus also stops at the Cumberland Hotel, and Marble Arch which is near the Mostyn and Mount Royal hotels. The A-2 bus costs around £6. Ten dollar bills are also accepted.

Keep in mind if you have a lot of baggage you will have to carry it to your hotel, or headquarters from the bus. If you have a lot of luggage it may be wise to take a cab; just remember to have adequate pounds to pay the driver. You will be reimbursed regardless of whatever means of transport you choose to get from the airport to your hotel, bus train or cab.

Gatwick Airport (LGW)

There is only one recommended way from Gatwick Airport to central London and CINCUSNAVEUR:

Gatwick Airport is approximately 30 miles from London. Upon arrival, follow the signs through Immigration and Baggage Claim. A cab to CINCUSNAVEUR or your hotel is not recommended since it would cost in excess of £60 (\$90-100). Instead, take a train called the GATWICK EXPRESS, which runs from Gatwick to Victoria Station and costs £9.50. Tickets can be purchased on the train or at the Gatwick Express ticket counter. Trains depart approximately every 15 minutes. Then take a cab from Victoria Station to your hotel, or CINCUSNAVEUR headquarters located at 7 North Audley Street, which costs about £6.

CHECKING IN

You should arrive at the CINCUSNAVEUR headquarters building (7 North Audley Street) no later than **0745** of your report date as referenced in paragraph #1 of your orders.

If the travel schedule given to you with your orders does not permit you to arrive prior to 0800, report as soon as you reasonably can. If the travel schedule brings you in the day before, you should check in with the Master-at-Arms (see item #1 below) and have your orders stamped. Return the next day for a complete check-in.

If you have any problems once you arrive in London (other than flight cancellations) call the following:

	Commercial	DSN
CINCUSNAVEUR quarter deck	011 44-171-514-4500	235-4500
Reserve Affairs	011 44-171-514-4259	235-4259

When checking in, have *your original orders, ID card, medical and dental records, a certified copy of your Page Two (Record of Emergency Data), copy of your security clearance and a copy of your flight itinerary schedule.*

CINCUSNAVEUR has a contingent of Marines as a security force. With the recent violence that has been directed against American establishments overseas....and because of the highly classified environment....they are **very** security conscious. You are expected to take security seriously also!

Remember: Prior to departing CONUS, all SELRES must have documentation in their Service Record that Level I Anti-Terrorism/Force Protection (AT/FP) training has been accomplished.

CHECK-IN PROCESS

1. When you enter the headquarters building, you will see a small anteroom to your right. In that room there is a Master-at-Arms Office (sign "RESERVE CHECK-IN") where you will need to show your orders. The Master-at-Arms will sign you in, give you a "temporary visitors pass," and direct you to the Constellation Room.
2. Run the "temporary visitors pass" through the slot in the turnstile back at the quarter deck with the magnetic strip away from you. When the red light stops flashing and the gate "clicks" and turns, you can proceed through the turnstile and next two doors. The process for exiting the building also requires the use of your card to operate the turnstile. After going through the second door, turn right to the Constellation Room.
3. PSD will conduct a group check-in in the Constellation Room (located on the 1st deck (Ground Floor) of the Headquarters building) at 0800 sharp. You will fill out your travel claim for the entire trip on your first morning as part of the check-in process. You will be given a copy of your orders that has been stamped giving you the authority to purchase at exchange facilities, two bottles of alcohol and two cartons of cigarettes. This is your ration card and cannot be replaced. If you want to buy these or any other items in the Navy Exchange at West Ruislip (about 45 minutes on the underground Central Line) or at the Army/Air Force Exchanges located at RAF Mildenhall and RAF Lakenheath (about 2 hours by train), you must show these orders.
4. You will be instructed to get a receipt from your hotel or rental agency showing the total cost for lodging for your two weeks of AT. You must make sure you are given a receipt showing the full amount. PSD needs this information to calculate the balance you are owed you for per diem since lodging cost is paid up to the per diem rate but no more than actually incurred.

IMPORTANT: FOLLOWING THE PSD BRIEF, PLEASE ENSURE YOU READILY IDENTIFY YOURSELF AS A "CNE SELRES" (i.e., on your orders your "REPORT TO" line

says "BOX 4"). You will be greeted by a representative from N13 and receive your **CHECK-IN SHEET**. This form is to be presented and signed off by a representative from (in the following order): (1) **PSD**, (2) **MEDICAL**, (3) **SECURITY** and finally, (4) **N13**. **FOLLOWING THIS PROCEDURE WILL PREVENT YOU FROM HAVING TO REPEAT ANY STEPS!**

5. From the Constellation Room you will be escorted by the N13 representative to MEDICAL located in Room 6S1 on the 6th Deck. At Medical you will turn in your Medical and Dental Records. They will also give you an appointment time for check-out.

6. After processing through Medical you will proceed to Security located in Room 2N19 on the 2nd Deck. Upon successful clearance processing, Security will issue you a "Visitors Pass - No Escort Required". *Wear it in a conspicuous place at all times, but take it off as soon as you leave the building.* The badge consists of an electronically coded card in a clip-on holder.

7. Next, proceed to the Reserve Affairs Office (N13), located in Room 5S3 on the 5th Deck. There you will complete an AT RECORD CARD, a customer satisfaction survey form and sign for a locker (if desired).

8. The Reserve Liaison Officer will also answer any questions you may have at this time.

9. After being processed through N13, proceed to your assigned N-Code.

WHILE IN LONDON

London is much like most big cities in the United States with a few exceptions. The traffic flows the opposite way, and the currency looks different. The British speak English...though with a bit of an accent (and meaning). Take the opportunity to learn as much as you can about the culture, the people and, most importantly, why the U.S. Navy values its long-standing relationship with the United Kingdom.

MEALS

HEADQUARTERS BUILDING - In the headquarters building there is one choice to have your meals. The SPORTS BAR is located in the basement and serves breakfast and lunch. It accepts dollars and pounds.

U.S. EMBASSY - Diagonally across the street (exit the headquarters building and turn left) is the United States Embassy where there are two places to eat, both on the lower level. The cafeteria serves breakfast and lunch. The restaurant serves lunch and dinner until 1930. (If you like steak, have dinner in the restaurant at least once during your stay). Both the restaurant and the cafeteria accept only pounds.

ON THE ECONOMY - A center of social activity for the British is the local pub (short for "public house"). Many also offer food with menus including "bangers and mash" (sausage and mashed potatoes), "shepherd's pie" (a casserole of mashed potatoes and ground beef), "cottage pie" (casserole with potatoes and mincemeat) and sandwiches. You should have at least one lunch at one of the numerous pubs within a short walk of the headquarters.

There are many good, inexpensive restaurants throughout London, including ethnic eateries that offer French, Italian, Lebanese, Turkish, Greek, Thai, Chinese, etc., fare. If you like spicy, hot food, try the Indian restaurants. For those who insist on familiar American fast food, there's McDonalds, Burger King, Wendy's, Kentucky Fried Chicken, and Pizza Hut. Remember, all restaurants accept pounds only.

The Hard Rock Café is located near Hyde Park Corner, near Piccadilly. This is the original Café that opened in 1969. It serves American style food, appetizers, ice creams and desserts. It is the best place in England to get a hamburger. Hard Rock Café souvenirs are available for purchase in pounds or dollars. (T-shirts, sweat shirts, jackets, etc.) For those who like Caribbean Cuisine, try the Brixton Brasserie (Victoria Line—Brixton Station).

Meals vary in cost from the inexpensive McDonalds (£4.00-6.00), to the more moderate Garfunkel's (£10.00-15.00), to the more expensive (£20.00+). Keep in mind that a £10.00 meal in London is an \$18.00-\$20.00 meal in the U.S., so watch your per diem!

On the weekend, experience a traditional afternoon tea with scones (biscuits) and Devon clotted cream (like cream cheese), sandwiches and pastries at an elegant place like The Dorchester, Fortnum & Mason or The Ritz (jacket and tie are required, and reservations are recommended).

TIPPING

Whenever you eat in a restaurant in London, be sure to check the bill. If there is a service charge shown as part of the total, the waiter/server has already included a gratuity, so no tip is necessary. You may, of course, leave extra if you feel that the service was outstanding. If the bill does not include a service charge, 10-15% is considered appropriate. At the pubs, you tip for food service, but not for bar service.

Taxis: Ten percent is normal; up to 15 percent if the driver is extremely helpful with information and/or luggage.

Hotel: Chambermaid--remember that different maids clean the room in the course of your stay. If you want to be fair, leave a coin every day, perhaps 50p. Porter--a pound or two for your luggage is good.

LAUNDRY & DRY CLEANING

There is a dry cleaners in the basement of Navy Headquarters in London, but the service is expensive and takes several days. There is a laundromat located behind the Cumberland Hotel. Exiting the side door of the hotel, go right two blocks, turn left and continue down Seymore Street to Cumberland Place. The laundromat is on the left side halfway down the block. British laundromats do not have change machines, so bring your own change! You can purchase detergent at the laundromat, though. There are many dry cleaners in London but they are expensive.

GETTING AROUND LONDON

DO NOT RENT A CAR: It can be dangerous, particularly if you are an inattentive driver. The British drive on the left side of the road. Plus, parking in a restrictive parking zone can result in a very expensive clamp on your tire. London has one of the world's best public transportation systems so there is no need to rent a car.

BE CAREFUL CROSSING STREETS: Many Americans have been injured because they looked to the left and, not seeing oncoming cars, stepped into the street directly in front of a car coming from the right. Remember "to cross right..look right then left"

THE UNDERGROUND OR THE "TUBE" (subway/metro) is fast, frequent, and easy to use. The underground network, which is the largest in the world in terms of rail miles, is very comprehensive. It offers easy interchange to other rail and bus transportation. It operates on a zone system, so the further you go, the more you pay....only pounds. You can also buy a one-week pass for use on the underground and buses at any underground station. The pass will require a head-and-shoulders photo, which you can get at the station. One-day passes are also available and do not require a photo, but can be used only after 0930 on week days. A Zone 1 pass should be adequate for getting around London. Keep in mind that the underground closes at midnight.

Get a map of the underground as soon as you first arrive at the underground station . Free maps of the underground system are available from any underground station agent. You can also find copies at the main desk of your hotel or the ITT Office at CINCUSNAVEUR headquarters.

BUS: London is serviced by a RED (local) double-decker bus system. They run frequently and can be boarded at any bus stand or stop. Most stand/stops have signs indicating which buses stop

there, and maps of their routes. If the bus stop is a REQUEST stop, it will be so indicated in the signpost. You must flag the bus down. The GREEN buses are out-of-town buses. If you have an underground pass you can also use it on the bus system. The zone fare system works the same on the bus system as it does on the underground system.

CABS: Like in other major cities, taxicabs are plentiful. Due to the British law on licensing of cab drivers, every driver must know every street, landmark, and tourist attraction in the city. Be sure to verify it is a "licensed" cab.

RAIL: If you are interested in traveling around the country (i.e. Scotland, Wales or England), you can purchase British Rail Passes before you leave the United States. You can purchase 4, 7, or 30 day unlimited use rail passes. *These passes must be purchased in the United States.* The passes can be purchased at a travel agency, or try calling the nearest British Consulate. If you did not purchase a British Rail Pass and decide to travel by train, be sure to purchase a round trip ticket.

LOST???: Just ask any cab driver, underground agent, Bobby (British police officer), hotel employee, or retail/restaurant employee. British people are very helpful and only too happy to provide directions.

CRIME: Pickpockets are becoming more and more of a problem in London, especially in crowded areas such as Oxford Street, Regent Street, Piccadilly Circus, and Leicester Square. Please be extra vigilant. Men should carry their wallet in the front pants or shirt pocket and women carry their purse with the shoulder strap across their body and in front of you. Be extra cautious on crowded trains, escalators, and while shopping. Valuables have been known to disappear from rooms. Take appropriate precautions.

ENTERTAINMENT

London, and the surrounding area, is a sightseers' paradise. London's historical attractions, pageantry, theaters, museums, art galleries, and parks are easily accessible. You can explore the city on foot, by bus, and by boat on the River Thames. You can find out more of what is available from the ITT Office to the right of the quarter-deck as you come in the headquarters building. Their hours are 1000-1600 Monday through Friday. They have a wealth of information, and can provide discounted tour and theater tickets. You can find a full calendar of daily events in several weekly publications including "What's On" and "Time Out."

SIGHTSEEING

Some of the more famous sights to see in London and the surrounding area include:

- Westminster Abbey
- Buckingham Palace (with the changing of the guard)
- Tower of London (and the Crown Jewels)
- St. Paul's Cathedral
- 10 Downing Street (Prime Minister's residence)
- Big Ben

- Houses of Parliament
- Windsor Castle
- Stonehenge
- Oxford University
- Stratford-upon-Avon (Shakespeare's birthplace)

WALKING TOURS

Organized walking tours are available daily. Pick up a brochure at the ITT Office for the locations and type of walks available. Walking tours are entertaining, informative and inexpensive. Type of walking tours available:

- The Haunts of Jack the Ripper
- The Beatles Magical Mystery Tour
- History of London
- The London of Shakespeare
- Legal London
- Along the Thames Pub Walk
- Sherlock Holmes and the Baker Street Pub

OTHER THINGS TO SEE AND DO

It's always spectator season in London. The Henley Regatta, for example---held in July---features a rowing competition. If you'd like to see the uniquely English game of cricket, it is played at both Lord's, in John's Wood and at the Oval, Kensington. Check with someone in your work center for directions.

Shakespeare's Globe Theatre has been recreated on the Thames. The theater where Shakespeare worked and played is made from authentic clay brick, green English oak, thatch, and lime plaster to recreate the original Tudor construction. The theater is a celebration of Shakespeare's life's work – a living, working theater performing his plays in the open air to audiences seated on wooden benches just as they did centuries ago.

Late June, early July is also the time for Wimbledon. It's an easy 45 minute ride on the Underground. You can pay an admission fee to get onto the grounds and see some of the less noteworthy tennis action outside the main courts. You can also stand in the resale ticket line and possibly get good tickets for Centre Court or even Court No. 1.

If you enjoy walking, film critic Roger Ebert has published a book, "The Perfect London Walk." It takes you to such places as Hampstead Heath, the Spaniard's Inn, Keat's house, and Highgate Cemetery.

London has some of the world's best theater and concert halls. It has world-renowned symphony orchestras, chamber music ensembles, rock and pop concerts. More than 50 plays and musicals are in full swing at any given time. Most of the major theaters are a short cab, Tube, or bus ride from the hotels surrounding the headquarters building. London stages are also unique in that they are slanted towards the audience so no matter where you sit... first or last row balcony you will have great seats. Check with the ITT Office for discounted tickets, or there is a half-price ticket kiosk in Leicester (pronounced "Lester") Square. These tickets can only be purchased on the day of performance and must be paid for in cash. Excellent value! Tickets can also be purchased from the theaters' "Returns" windows.

Sadler's Wells Theater, The Royal Albert Hall, the Royal Festival Hall, and the Barbican Center all offer entertainment. Opera and ballet buffs will enjoy the offerings at the Royal Opera House, though please note that the ROH is closed for about 18 months for refurbishment, beginning August 1998.

Central London offers a wide range of films at about 150 cinemas. Going to a movie is as easy and informal as it is in the U.S., but somewhat more expensive. Seats may be booked in advance over the phone with a credit card.

Of British museums, those in London contain the most comprehensive collections of objects of artistic, archeological, scientific, historical and general interest to exist within one city. (They also have excellent food at reasonable prices.) The most notable are the British Museum, Victoria and Albert Museum, National Gallery, Tate Gallery, National Portrait Gallery, Imperial War Museum, National Army Museum, and the Royal Air Force Museum. Other impressive collections are housed in the Armories (Tower of London) and the Public Record Office. In Buckingham Palace, there is a small gallery known as the Queen's Gallery, which exhibits pictures from extensive royal collections.

In addition, consider the following unique things to see and do:

- Speaker's Corner - at the Marble Arch on Sunday afternoons. Wander among the eccentrics....where anyone can get up and lecture on any topic.
- Covent Gardens – Shops, vendor stalls, food and street entertainers.
- Petticoat Lane - a huge flea market on Sunday mornings.
- Portobello Market - curios, silverware, and antiques on Portobello Road, near Notting Hill Gate on Saturdays.
- Cabinet War Rooms - Winston Churchill's HQ during the Second World War.

Remember: Use the ITT Office in the headquarters building to arrange tours of London, get discount theater tickets, or any other recreational activities. That is their job....and they do it well.

SHOPPING

If you like shopping in the U.S. you'll love shopping in London. As Navy personnel we have two types of shopping available to us. We can shop in one of four Navy/U.S. Exchanges. In the basement of the CINCUSNAVEUR building there is a mini-mart; at West Ruislip RAF Base (about

45 minutes on the underground Central Line) there is a larger Navy exchange and commissary; at both RAF Lakenheath and RAF Mildenhall there is an Army/Air Force exchange- and in the U.S. Embassy there is a gift shop. For all of these you will need to show your ID card and the copy of your orders with the ration stamp on them.

Shopping on the economy can result in some great finds, especially on goods the United States imports. Nearby, Selfridges is one of London's premier department stores. There's also the amazing Harrods, one of the world's most elegant and most expensive department stores. It's a wonderful place to browse, with "must see" Edwardian Food and Meat Halls. If you're in London in January or July, check the dates for Harrods big sale. However, you might want to avoid the store on Saturdays during December, as it's shoulder to shoulder during the holiday shopping season.

Some other places to shop in London:

- Parker Gallery - on Bond Street, a great place for old prints and art. It's the oldest art gallery in London.
- Harrod's Department Store – On Knightsbridge. Expensive but not like any other. Check out the Harrod's Food Hall. There is a section on the first floor to purchase souvenirs.
- The Scotch House - on Oxford Street, offering sweaters, kilts and scarves.
- Fortnum and Mason - in Piccadilly Circus, a gourmet gift and food emporium founded in 1707.
- Wedgewood Shop - at the Army/Air Force base in Upper Heyford, in a trailer near the exchange. It accepts U.S. currency and if paid for by bank card will bill in U.S. dollars.
- Laura Ashley - in several locations throughout London.
- Butler & Wilson - near headquarters, has unusual costume jewelry.
- Boots Chemist - a British drugstore with hundreds of locations. Boots has its own line of cosmetics, bath and skin care products that are superb and inexpensive.
- Marks & Spencer - on Oxford Street near the headquarters building. Good quality at good prices. Very good food hall as well.
- Hamley's - a 200-year-old seven story toy store on Regent Street.
- Hatchard's - a multi-level bookstore in Piccadilly....the oldest in London and one of the largest.

If you buy from a British store, ask the cashier how much you need to spend (different stores have different minimums) to get a "Value Added Tax" (VAT) certificate. 17.5% of the price you pay consists of VAT. This certificate entitles you to reimbursement of most of the VAT (most stores also subtract a service charge) since you are taking the goods you purchased out of the country.

For example, suppose you buy one or more items at Selfridges for £80, which gives customers a certificate if the total amount of the purchase(s) exceeds £75. Go to the certificate department (you will need your passport to complete the paperwork) to get the certificate and a pre-addressed envelope. Keep it with your passport and airline tickets as you will need it when you clear customs at the airport. You can place the completed forms - after they have been stamped at the airport - in a box at the airport before you board for your return flight.

CALLING HOME

There are a number of commercial telephone companies offering discounted calling services back to the United States from London:

AT&T	"USA Direct"	0800-89-0011
MCI	"Call USA"	0800-89-0222
SPRINT	"Express"	0800-89-0877

Before you leave London you may want to purchase a Global Prepaid Card. The card gives you instructions on how to call the U.S. from various countries and the rates (for example March 1997 UK to U.S. is \$.75 per minute). The card may be purchased at any NEX.

MEDICAL CARE

1. Reservists performing AT in the United Kingdom must bring their medical record and meet ALL required readiness requirements, i.e., Physical and Dental examination periodicity, immunizations and a current HIV.
2. For routine health services during normal weekday business hours of 0800-1600, contact the U.S. naval Medical Clinic (West Ruislip) at (01895) 61-6300. If assigned to the CINCUSNAVEUR HQ building at 7 North Audley Street, contact the Health Center at (01715) 144-015. **For questions after normal working hours, page the Duty Corpsman at (01893) 902-986.**
3. Emergency care is not available at either of the Naval Medical Clinic locations. Emergency care is only available at public (NHS) hospitals in the United Kingdom having an Accident/ Emergency (A&E) or Casualty Department. **If you need urgent medical care or have a medical emergency, dial 999.** The responding ambulance unit will take you to the nearest National Health Service (NHS) facility having emergency treatment capabilities.
4. Family members accompanying the Reservist on AT are **NOT** eligible for military medical care. It is recommended that the family members purchase additional travelers' health insurance if not covered under their current policy. Family members of Reservists performing AT are not covered under the local Status of Forces Agreement (SOFA) and therefore would be responsible for any charges for health services rendered by the NHS.

AT WORK

Although there is so much else to do, remember you are in London to enhance your mobilization training. AT is a two-way street with you contributing to the overall success of the CINCUSNAVEUR mission, and your host work center providing you with a meaningful training opportunity. Your attitude, performance and contributions should positively reinforce the high regard of our active duty counterparts for the benefit of your unit and all reservists.

"LOOK SHARP....BE SHARP"

When you check in with your work center host they should show you around the headquarters building. They should also introduce you to those departments within CINCUSNAVEUR and its subordinate commands that you will be working with while on your AT.

BUILDING SERVICES

- **Banking:** Ground floor (on the left after you pass through security). Open Monday through Friday 0845 - 1515.
- **Barber shop:** Ground floor (on the right after you pass through security). Open Monday through Friday 0830 - 1630 (appointments are required.)
- **Sports Bar:** Basement. Open Monday-Friday 0715-1430 (Grill) serving breakfast and lunch. The all hands bar is open Monday through Thursday 1600-2100 and until 2315 on Fridays.
- **Exchange and Commissary:** Basement. Open Monday through Friday 0900 - 1700 and Saturdays 0900 - 1300.
- **Dry Cleaning and Laundry:** Basement in the Exchange. Takes 2-3 days to get clothes back. Hotels also provide these services but are more expensive.
- **Library:** Ground floor (in passageway next to south elevator). Open Monday through Friday 0800 - 1630.
- **Medical:** Sixth floor. Sick call Monday through Friday (hours vary).
- **Post Office:** Ground floor (on left after you pass through security). Open Monday to Friday 1000 - 1530. It will handle only U.S. mail. All mail sent to British addresses requires British postage, and must be deposited in the "post" (mail box) -- a red cylinder that looks somewhat like a large fire hydrant. Mail to and from the United States takes about 5-7 days for delivery. To speed up delivery of mail to the U.S., mark it "Air Mail." If you are in a hurry, you can use Priority Mail and Next Day Mail for an additional fee.

Your mailing address in London is: (Your name and rank)
C/O CINCUSNAVEUR (N-____)
PSC 802 Box _____ (See your N-code POC)
FPO AE 09499-0152

- **SATO:** Fifth floor. Open Monday through Friday 0900 - 1530, except Wednesdays till 1630.

CLASSIFIED MATERIALS

Here are some reminders if you will be working with classified materials:

- Leave your camera in your hotel room, and your tape recorder at home. If you have one with you, you will need to check it with the guard at the "reception desk."
- Be alert to the slightest evidence of lax security in the handling of classified documents. These materials---which can include photographs---are to be shown and discussed only with persons with the appropriate clearance and with the need to know.
- Learn the local "burn bag" policy for disposing of classified materials. Tear up Unclassified documents before you dispose of them.
- When leaving your workplace, secure all classified materials. Return them to the safe or classified file cabinet, or entrust them to an authorized person. NOTE: THE SECURITY PERSONNEL CONDUCT RANDOM SPOT-CHECKS OF BRIEFCASES.
- Don't discuss classified materials on the phone. Assume that all telephone lines are non-secure unless an authorized person confirms otherwise. (The phones are regularly monitored to ensure compliance.) *The STU-111 phones are secure only if the small LED screen reads "SECURE."*

RETURNING HOME

CHECKING-OUT OF CINCUSNAVEUR

You should begin your check-out of CINCUSNAVEUR on the last working day of your AT prior to departure from the United Kingdom. Be sure that your work center supervisor is aware of your last working day so you can have sufficient time off to complete your check-out in a timely manner.

Two or three days (72 hours) before your departure date ask the SATO representative, or call the airline that you are scheduled to fly out on to confirm your reservation and seat assignment....if you do not have their local phone number ask your hotel or the ITT Office.

When you checked in with Medical you were given an appointment date/time for check-out. You should pick-up your medical and dental records at that time. You will receive a sticker stating you "are/are not physically fit for release". You will also have to sign a statement verifying that you have no medical problems as a result of your AT.

Report to PSD after 1300 with your ID card and "physically fit" sticker to pick-up your original orders and pay check. You will also receive a Travel Claim form and return envelope to be completed after you return home, for supplemental travel expenses.

The designated representative in the work center you were assigned to during your AT will endorse your orders, actually releasing you from your AT.

Be sure that you have given your work center input for your AT FITREP/EVAL. Also, be sure that you did not leave any personal belongings in your work center.

As you leave the CINCUSNAVEUR headquarters building on your last day you will need to return your ID badge to the desk watch after you pass through the security turnstile.

AT THE AIRPORT

Be sure when you check-out of your hotel that you get a receipt for your stay in London. Remember you will only be reimbursed to the maximum lodging per diem limit. If your hotel reservation was made through the ITT Office the hotel should not have charged you VAT. If you made the reservation on your own you are responsible for the VAT, and any other additional charges in excess of the maximum lodging per diem limit.

Allow at least one hour to get to Heathrow Airport by cab, plus two hours to clear security and check-in with your airline. Be specific about which terminal you require when negotiating with the cab driver. If you elect to go by underground or bus you will need to allow additional time. Keep in mind you will probably have more to carry going back to the U.S. than you did coming over to London (unless you thought ahead and mailed a box with your clothing and souvenirs the last week of AT from the Headquarters Building Post Office.)

When you get to the airport check-in with your airline. They will check your baggage and issue you a boarding pass. As you go through Security and you determine that you might miss your flight due to limited time ask if there is an express line you can get on. If you have not purchased any articles from a British merchant, and do not have a VAT certificate, you may go directly to the immigration and boarding area.

If you have a VAT Certificate, go to immigration and have your passport (or your orders if you did not use a passport to enter the United Kingdom) stamped as leaving the country. As soon as you have cleared immigration look for signs directing you to the "VAT-man". They will examine your certificate (and possibly the goods purchased), stamp it and return it to you. Put the certificate in the pre-addressed, business reply or post-paid envelope you received from the British merchant who sold you the goods. Place the envelope in the "post box" near the VAT-man. Depending on the store, you should receive a refund in four to six weeks. Keep a photo-copy of the certificate until you get your refund, which will be in pounds. (Suggestion: Purchases made on credit cards are usually quicker and refunds are automatically converted to dollars).

If you have some extra time after checking your baggage, getting your boarding pass, clearing immigration, and processing your VAT refund, go through Security to the gate area. The restaurant is nicer than the ones outside the gate area, and there's a very large duty free shop. There is even a Harrods for last minute shopping.

You might want to exchange any excess pounds to U.S. dollars.... or spend them in the shops!

TRAVEL CLAIM

When you checked-out with the CINCUSNAVEUR Reserve Coordinator you were given a Travel Claim form and return envelope. You are to complete this form and return it to PSD London (address on return envelope) with your ORIGINAL Orders (not a copy!!!).

There are some reimbursable items which Naval Reservists can claim which are unique to international AT's:

- Cost of telephone/fax call to arrange for lodging reservation.
- Cost of telephone/fax call to check on your travel claim.
- Cost of one time service charge to exchange dollars to pounds

Be sure to write your name and SSN on all your receipts and attach them to your travel voucher.

RECEIPTS ARE REQUIRED FOR LODGING, RENTAL CARS AND ALL EXPENSES IN EXCESS OF \$75.00.

CHECKING-IN AT THE RESERVE CENTER

Using the "AT CHECK-OUT/CHECK-IN SHEET" as a guide be sure that all departments initial and date this form.

Be sure to let CINCUSNAVEUR (N13) know of any changes that this Guide should contain so it can continue to provide the most up-to-date information possible.

HOTEL RATES FROM NOVEMBER 1998

HOTEL	SINGLE	DOUBLE	TRIPLE
SHERLOCK HOLMES HOTEL 108 Baker Street W1 (English breakfast included) 0171-486 6161	£87.00	£110.00	
MOUNT ROYAL HOTEL Bryanston Street, W1 (English breakfast included) 0171-629-8040/493-2695	£116.00	£129.00 (standard)	
CUMBERLAND HOTEL Marble Arch, W1 (English breakfast included)	£95.00	£100.00	£147.00
MOSTYN HOTEL Bryanston Street, W1 (English breakfast included) 0171-935-2361	£110.00	£130.00	
CHURCHILL INTERCONTINENTAL Portman Square, W1 (breakfast extra) 0171-486-5800	£126.00	£130 (standard)	
LONDON ELIZABETH HOTEL Lancaster Terrace, W2 (English breakfast included) 0171-402-6641	£80.00	£106.00	£120.00 (standard) £103 (standard, if third person child) Executive
SELFRIDGE HOTEL Orchard Street, W1 (Continental breakfast included) 0171-408-2080 0171-629-8189 (reservations)	£113.00 £154.00	£120.00 (standard) £172.00 (executive)	
MILLENIUM BRITANNIA Grosvenor Square, W1 (Breakfast extra) 0171-629-9400 0171-355-3137 (reservations)	£109.00	£112.00 (superior)	
THE MONTCALM HOTEL Great Cumberland Place, W1 (continental breakfast Included)	£122.00	£141.00	
LONDON MARRIOTT HOTEL Grosvenor Square, W1 (Breakfast extra) 0171-493-1232 0171-514-1616 (reservations)	£110.00	£125.00	

Rates are in Pounds per night inclusive of all service charges and breakfast where indicated.

MORALE WELFARE & RECREATION - Information, Ticket and Tours

Box 60 - 7 North Audley Street - London W1 2AL

Telephone: DSN: 235-4718/4622 - Comm: 011-44-171-409-4718/4622 - Fax: 071-499-2242

HOTEL RESERVATION FORM

MWR - ITT

	HOTEL	ROOM TYPE	ADULT/ CHILD	DATE OF ARRIVAL	DATE OF DEPARTURE	NO. OF NIGHTS
1st Choice:						
2nd Choice:						

I agree to pay the cost of one night as a deposit by check or cash, alternatively, I can present one of the following credit cards: American Express, Visa, Access, or Mastercard, at the time of booking. I understand that if I cancel the booking within 24 hours of check-in, I will forfeit the deposit.

Signature

Date

Name of person making booking: _____ Phone: _____

Authorized patron for whom booking

is made (if different from above): _____ Phone: _____

Booking Confirmation Details

Confirmation Date: _____

Confirmation No.: _____

Patron Call Date: _____

Cost Per Night: _____

Credit Card No.: _____

Expiration Date: _____

Name on Card: _____

Payment Details

Receipt No.: _____

Amount: _____

Receipt No.: _____

Amount: _____

Receipt No.: _____

Amount: _____

Fax Sent: _____

Please send comments to:

**RESERVE LIAISON OFFICER
CINCUSNAVEUR (N13)
PSC 802, Box 4
FPO AE 09499-0151**

or by E-Mail at:

cnen13a@post.nctsl.navy.mil